

City of Port Orford
Regular City Council Meeting
In the Gable Chambers / Virtual participants
Thursday, June 20th, 2024 at 5:30 P.M.

Mayor and Council	Present	City Staff	Present
<i>Pat Cox, Mayor (PC)</i>	X	<i>City Administrator (CA) Melissa Radcliffe</i>	X
<i>Brett Webb, Councilor (BW)</i>	X	<i>Joseph Harrison, City Recorder</i>	X
<i>Gary Burns, Councilor (GB)</i>	X	<i>John Isadore, Head of Public Works</i>	Virtual
<i>Perri Rask, Councilor (PR)</i>	Excused	<i>Hank Hobart, Chief of Police</i>	X
<i>Ann Vileisis, Councilor (AV)</i>	X		
<i>Greg Tidey, Councilor (GT)</i>	X		
<i>Tim Pogwizd, Councilor (TP)</i>	X		

The minutes were prepared to the best of our ability using the recording available at:
<https://www.youtube.com/watch?v=DKnbTzd-dJ4>

1. (0:00-0:01) Call to Order/Roll Call/ Pledge of Allegiance

- a. Mayor PC leads the room in the pledge of allegiance and opens the meeting @ 5:30.
 All councilors are present except; Councilor PR.

2. (0:01-0:03) Additions to the Agenda

- a. Resolution 2024-08: Declaring Utilities Fee Increase is added as item 8(e).

3. (0:03-0:38) Presentations to the Council/Citizens

a. Speeding In Port Orford: Traffic Logix

- i. **(0:03-0:23) Mark Coupland & Glenn Theriault on behalf of Traffic Logix:** Give an overview of how automated speed enforcement devices work and walks the Council through a PowerPoint that details what products/services their company offers. This PowerPoint will be on the website along with these minutes.

ii. (0:23-0:38) Council Discussion:

1 The cost for a camera is about \$25,000, but Traffic Logix has a pricing package that adds \$10-13 on each ticket until the camera is paid off.

2 The software updates regularly, the updates are managed by Traffic Logix and there is no cost for updating. There is also no cost for tech. support.

3 Have communities in Oregon been able to have reliable service from solar-powered equipment? Traffic Logix has had working models in Newfoundland which gets less sun on average than Oregon. The only concern when you get further North is snow and ice.

4 Some citizens have concerns about cameras interfering with privacy. The data recorder that's used in the pilot program is not a camera, it's only monitoring speed.

5 Councilor AV motions to authorize staff to move forward on the complimentary pilot program to assess our speed problem.

6 Councilor GB seconds the motion.

7 Vote: motion carries unanimously among present councilors 5-0-1 @ 6:07 p.m. Mayor Pat Cox requests Jenn Head continue to take point as a citizen volunteer.

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Yes</i></u>	<i>Councilor Rask</i>	<u><i>Absent</i></u>
<i>Councilor Tidey</i>	<u><i>Yes</i></u>	<i>Councilor Vileisis</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

4. (0:38-0:44) Consent Calendar

- a. Councilor TP moves to approve the Consent calendar as presented with Councilor Comments noted.
- b. Councilor AV seconds the motion
- c. Discussion: Appointing spouses to commissions loses diversity of perspectives on commissions. Corrections on the minutes are as follows; Bone should be BOEM, the first line of the watershed liaison report should be removed and replaced with "See written report", "Brent Brencha" should be "Brent Bishoff".
- d. Vote: unanimous yes by present members 5-0-1 @ 5:14

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Yes</i></u>	<i>Councilor Rask</i>	<u><i>Absent</i></u>
<i>Councilor Tidey</i>	<u><i>Yes</i></u>	<i>Councilor Vileisis</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

5. (0:44-0:50) Citizen's Concerns (On agenda items only)

- a. **Kitty Million:** Has been working on getting vehicle and trail counters for Battle Rock Park. There is a grant that Mainstreet is applying for that would cover the cost of the counters. The City just needs to give permission to install them in the park. The Council agrees via consensus to allow the counters to be installed.

79 **6. (0:50-1:42) Departmental Reports**

- 80
- 81 a. **(0:50-0:59) Administration:** City Hall is no longer accepting payments over the
- 82 phone. St. Peters Episcopal Church gave a thank you supper for City employees and
- 83 donated funds for Sweatshirts with “Port Orford Employee” on them. Two new
- 84 Public Works employees have been hired, Brad Quinn & Ryan Sibley. Crystal Roy is
- 85 retiring. One bid from our Architect RFQ has been received from Joe Slack and will
- 86 be presented to the Council at the June 28th, 2024, meeting.
- 87
- 88 b. **(0:59-1:10) Finance:** Full Report in packet. Fees to the County Road Department are
- 89 mechanic services for a police cruiser. Police are getting a new car ahead of schedule
- 90 because the insurance company from a crash this year is covering half the cost. There
- 91 will be a Supplemental Budget meeting on June 28th, 2024.
- 92
- 93 c. **(1:10-1:25) Public Works:** Report given to the councilors. Council inquires if the
- 94 Beacon boring contractor is being charged for damage done to our infrastructure; Not
- 95 yet, as nothing has been blatantly wrong. It’s not Beacon, it's two subcontractors.
- 96 There are a couple of areas that they are not going to be allowed to bore in.
- 97 Superintendent of Public Works Isadore explains the Leak Forgiveness policy to the
- 98 Council. 55,000 gallons of leaks in the City seems low; John explains that was just
- 99 the Arizona leak. The cost to repair the Arizona lift station has increased by \$30,000
- 100 to bring it up to code. If the pump gets repaired, the water plant should be able to
- 101 produce enough water in eight hours of operation instead of 12 to 14 hours.
- 102
- 103 d. **(1:25) Police:** The report was sent to councilors.
- 104
- 105 e. **(1:26) Planning:** The report is in the packet.
- 106
- 107 f. **Mayor’s Report:** None
- 108
- 109 g. **(1:26-1:42) Liaison**
- 110
- 111 i. Port: None
- 112 ii. School: Excused
- 113 iii. Fire District: None
- 114 iv. Watershed: See packet for full report. The dredging permit has been
- 115 approved.
- 116 v. Parks: 4th of July Clean Up happening on June 29th at 9 am; trying to get
- 117 the parade route and Buffington Park cleaned up.
- 118 vi. TLT: The committee should meet again in December to review if the
- 119 projects are done and report to the City Admin.
- 120 vii. Main Street: See packet for full report.
- 121 viii. Emergency Prep.: See packet for full report. The person appointed
- 122 tonight brings the EPC to full commission seating. The EPC is requesting

two additional seats on the EPC, which would bring it up to nine seats. This would require five to form a quorum. Several Councilors advise that if there is too much work to get done with seven commissioners, members can form subcommittees with citizen volunteers.

7. (1:42-2:13) Old Business

a. (1:42-2:11) Ordinance 2024-02: Irrigation meter policy

- i. Councilor TP moves to approve Ordinance 2024-02 Irrigation meter policy.
- ii. Councilor AV seconds the motion.
- iii. Discussion: The check valves are to prevent contamination from irrigation systems; councilors discuss if this is necessary on all irrigation meters. Councilors would like to know if the resources that go into regulating the irrigation meters are worth the credits that are given; they request to see the number of meters, the number that regularly file for credit, and the average amount of credit given. Councilors discuss if it is a sewer credit or a water credit.
- iv. Councilor TP rescinds his motion & Councilor AV rescinds her second.
- v. Councilor TP recommends we table this to a workshop.
- vi. By Consensus the Council agrees to continue this item to the next meeting.

b. (2:11-2:13) Meeting Extension

- i. Councilor AV motions to extend the meeting.
- ii. Councilor GB seconds the motion.
- iii. Vote: motion carries 4-1-1 @ 7:43

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Absent</u>
<i>Councilor Tidey</i>	<u>No</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

8. (2:13-3:30) New Business

a. (2:13-2:21) Resolution 2024-05: Adopt a Budget

- i. Councilor TP motions to adopt Resolution 2024-05: Adopt a Budget for FY 25
- ii. Councilor GB seconds the motion.
- iii. Discussion: no changes have been made since the last budget committee meeting. Previously the tax and the budget were approved as different resolutions, but it's being done as a singular resolution this year.
- iv. Vote: motion carries 3-2-1 @ 7:51 p.m.

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Absent</u>
<i>Councilor Tidey</i>	<u>No</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>No</u>

b. **(2:21-2:39) Resolution 2024-06: Adopt Wages**

- i. Counselor BW motions to adopt Resolution 2024-06: Adopt Wages with the revision of Joseph's title from "Assist. to Admin/ Planning" to "Assist. to Admin/ Planning Assist. /Recorder".
- ii. No one seconds the motion.
- iii. Councilor AV motions to adopt Resolution 2024-06: Adopt Wages with the revision of Joseph's title from "Assist. to Admin/ Planning" to "Assist. to Admin/ Planning Assist. /Recorder" with direction to staff to find the best way to resolve this issue.
- iv. Councilor TP seconds the motion.
- v. Discussion: Council expresses concern on labeling of position; Joseph is not listed as the recorder and there is a question if he should be a confidential employee or not.
- vi. Vote: unanimous yes among present councilors @ 8:09

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Yes</i></u>	<i>Councilor Rask</i>	<u><i>Absent</i></u>
<i>Councilor Tidey</i>	<u><i>Yes</i></u>	<i>Councilor Vileisis</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

c. **(2:39-2:46) Jubilee Sign Application**

- i. Councilor GB motions to approve the sign application.
- ii. Councilor GT seconds the motion.
- iii. Discussion: This is a permanent sign, identical in dimension to the sign in front of "Happy Tails Pet Supply" but on a different lot. It conforms to the sign code. It came to the Council because of the recent ODOT actions on signs along Highway 101.
- iv. Vote: unanimous yes among present councilors 5-0-1 @ 8:16

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Yes</i></u>	<i>Councilor Rask</i>	<u><i>Absent</i></u>
<i>Councilor Tidey</i>	<u><i>Yes</i></u>	<i>Councilor Vileisis</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

d. **(2:50-3:28) Sick Leave Policy**

- i. Councilor GB motions to approve the proposed sick leave policy.
- ii. Councilor GT seconds the motion.
- iii. Discussion: It should be Vacation & Comp to Sick leave, but not Sick leave to Sick leave. This is a policy; the Council needs to set a policy that fits the City. The proposed policy restricts donations to an amount that can be reasonably used in the following pay period. The council would like to see the instances of previous donations so that they have firm figures instead of hearsay. The proposed policy is a boilerplate policy from CIS.

e. **(3:28-3:30) Resolution 2024-08: Declaring Utilities Fee Increase**

- i. Councilor GT motions to approve Resolution 2024-08
- ii. Councilor GB seconds the motion
- iii. Discussion: This rate increase balances the budget.
- iv. Vote: motion carries 3-2-1 @ 9:00 p.m.

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Yes</i></u>	<i>Councilor Rask</i>	<u><i>Absent</i></u>
<i>Councilor Tidey</i>	<u><i>No</i></u>	<i>Councilor Vileisis</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>No</i></u>

9. **(3:30-3:37) Continuing Action Items**

a. **Resolution 2024-07 STR Ordinance Revisions**

- i. Councilor GB motions to approve Resolution 2024-07 STR Ordinance Revisions
- ii. Councilor GT seconds the motion
- iii. Discussion: Instances of "Shall" are changed to "May". Councilors reiterate that there is a significant reason to verify the number of rooms.
- iv. Vote: motion carries unanimously among present councilors 5-0-1 @ 9:07 p.m.

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Yes</i></u>	<i>Councilor Rask</i>	<u><i>Absent</i></u>
<i>Councilor Tidey</i>	<u><i>Yes</i></u>	<i>Councilor Vileisis</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

10. **(3:37) Considerations**

- a. Citizens -none
- b. Councilors - none

11. **(3:38) Future Meetings** – Regular Meeting July 18th @ 5:30 pm

12. **(3:38) Adjourn**

- a. Seeing no further business, Mayor PC adjourns the meeting @ 9:08 p.m.

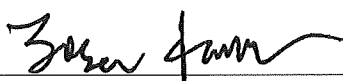
Attest:



Mayor, Pat Cox

9/19/2024

Date



City Recorder, Joseph Harrison

9/20/2024

Date